

# REGULAR MEETING MINUTES

September 21, 2023

A regular meeting of the London Public Library Board was held on the above date at 5:30 p.m. in the Central Public Library Friends of the Library Boardroom with the following present:

## **From the Board:**

B. Allison, S. Collyer, Z. Hashmi, H. Jack, J. McCall (acting Chair), S. Trosow

## **From Senior Management:**

C. Abraham, C. Ashby, M. Ciccone, N. Collister, B. Holme, J. Macdonald, A. O'Sullivan, E. Schinbein, E. Schinbein, E. Sutter

**Guests:** Steven Cooper (Matter Architectural Inc.), Lorne Hepworth

**Minutes taken by:** D. Bumstead

**1. Apologies:** P. Cuddy, S. Desserud, B. Gibson, H. El-Birani (staff)

**2. Disclosures of Interest:** None.

### **3. Changes to and Adoption of Agenda(s):**

Request items 8a and b (Monetary Policy and Fee Schedule) move to items 10a and b. Once approved #8 disappears (so 10 a and b becomes 9a and b). Then move what is then 9a (Fund Development update) to 9c.

L23/46 -- It was MOVED by S. Collyer and seconded by Z. Hashmi to APPROVE the agenda as amended.

**CARRIED**

### **4. Report on Matters from Confidential Session**

The Board discussed legal and financial matters in confidential session.

### **5. Approval of Minutes**

a. June 22, 2023

Request to change J. McCall from Co-Chair to Vice-Chair in the minutes.

L23/47 -- It was MOVED by B. Allison and seconded by S. Collyer that the minutes of June 22, 2023 (L23/39-45) be APPROVED as amended.

**CARRIED.**

**6. Business Arising from the Minutes:** None

### **7. Delegations and Presentations**

a) Sherwood Renovation Presentation

Steven Cooper from Matter Architectural Studios presented on forthcoming renovations to Sherwood Library. There will be a population boom in the future very near the mall.

He highlighted ideas for a lobby area adjacent to a service space. The entrance would be moved to the main corridor of the mall. The new reception area would have a 360° view and improved sightlines for staff and public. Looking at a cost of \$1.57 million. Mechanical and electrical equipment costs have not been vetted yet. This may drop the overall cost. The landlord has offered to help with the exterior. The plan is to start to set up public meetings for the fall.

Board asked questions and made clarifying comments. This renovation is not part of the 2024-27 budget submission. Questions on signage opportunities on mall front. Glazing for entrance may occur in three spots in the common hallway.

L23/48 – It was MOVED by H. Jack and seconded by S. Collyer to RECEIVE the presentation.

**CARRIED.**

## **8. Adjournment to Confidential Session**

The first in camera session began at 5:59 p.m.

L23/49 –It was MOVED by S. Trosow and H. Jack motion to ADJOURN to first confidential session.

**CARRIED.**

At 6:10 p.m. the public session resumed.

## **9. Reports from Committees, Members and Staff Requiring Board Action**

### **a. Policy Review – Monetary Policy**

M. Ciccone reviewed the policy, noting a few mainly cosmetic changes.

Board asked how fees are set. The Library follows the Public Libraries Act and reviews other libraries' costs.

Suggestion to add the word "of" under policy statement point 2, "The Library will establish and maintain a list **of** all fees."

L23/50 –It was MOVED by Z. Hashmi and seconded by S. Collyer to APPROVE the revised Monetary Policy.

**CARRIED.**

### **b. Policy review: Monetary Fee Schedule**

CEO M. Ciccone reviewed the proposed changes to the fee schedule.

The Board asked related questions.

L23/51 --It was MOVED by S. Collyer and seconded by B. Allison to APPROVE the revised Monetary Fee Schedule.

**CARRIED.**

### **c. Fund Development Update**

Finance Director E. Schinbein reviewed the report. She mentioned the Library is starting to see positive interest in the Will Power campaign.

L23/52 – It was MOVED by S. Trosow and seconded by S. Collyer to RECEIVE the Fund Development Update.

**CARRIED.**

### **d. 2024-27 Budget Submission & 10 Year Capital Plan to City of London**

CEO M. Ciccone, Finance Director E. Schinbein and IT Director J. Macdonald reviewed the report.

The Board asked about development charges. The current development charge money is protected. The Board asked about plans to sustain the CMHA project.

L23/53 – It was MOVED by S. Trosow and seconded by H. Jack to APPROVE the 2024-27 budget.

**CARRIED.**

i) Brief discussion of board and councillor advocacy package for the budget. The Board made related comments including proper citation of The London Free Press statistic.

L23/54 – It was MOVED by S. Collyer and seconded by H. Jack to RECEIVE the update.

**CARRIED.**

### **e. Sherwood Renovation Capital Allocation**

CEO M. Ciccone reviewed the report.

L23/55 – It was MOVED by S. Trosow and H. Jack to APPROVE the Sherwood Capital Allocation Report.

**CARRIED.**

### **f. Policy review: Access to Information & Protection of Privacy**

L23/56 – It was MOVED by S. Collyer and seconded by Z. Hashmi to APPROVE the revised Access to Information & Protection of Privacy Policy.

**CARRIED.**

### **g. Single Source Contract Award – Innovative Interfaces**

CEO M. Ciccone and Director of IT J. Macdonald reviewed the report.

The Board asked clarifying questions.

L23/57 – It was MOVED by S. Collyer and seconded by S. Trosow to APPROVE the single source contract award to Innovative Interfaces.  
**CARRIED.**

#### **h. Hours of Closure & Sunday Service Hours Report**

CEO M. Ciccone reported that staff recommended approval of this before the regular approval date of December 2023 as it would be helpful for determining staff vacations.

L23/58 – It was MOVED by S. Trosow and seconded by Z. Hashmi to APPROVE the Hours of Closure & Sunday Service Hours report.  
**CARRIED.**

At 6:58 p.m. S. Trosow left the meeting.

#### **i. Q2 Statistics**

Manager, Customer Services and Branch Operations, E. Sutter reviewed the statistical report. Website visit data was not included in this report.

L23/59 – It was MOVED by S. Collyer and seconded by Z. Hashmi to RECEIVE the report.  
**CARRIED.**

#### **j. Staff Activity and Community Impact Report**

CEO M. Ciccone reviewed the Staff Activity and Community Impact Report highlighting the Brand and Identity Systems category award from the American Institute of Graphic Arts for the Library's new brand.

The Board asked related media questions. LPL is on CBC. The LPL brand is receiving positive attention from the library community.

L23/60 –It was MOVED by S. Collyer and seconded by H. Jack to RECEIVE the report.  
**CARRIED.**

#### **k. Updates from other Boards and Commissions**

Board member S. Desserud sent a written report. The Historic Sites Committee did not meet over the summer but there is a plaque unveiling Oct. 11 at the London Muslim Mosque.

Friends of the Library Committee is holding their Giant Book Sale Oct. 20-22 at Centennial Hall.

L23/61 – It was MOVED by S. Collyer and seconded by H. Jack to RECEIVE the verbal updates.

**CARRIED.**

**9. Consent Items**

- a. Draft Agenda – October 19, 2023
- b. Financial Oversight Committee Minutes (August 10)
- c. Historic Sites Committee Minutes (Apr. 12)

L23/62 -- It was MOVED by S. Collyer and seconded by B. Allison to APPROVE the consent agenda.

**CARRIED.**

**10. Inquiries and Other Business:** None

**11. Adjournment to Confidential Session**

It was MOVED by S. Collyer and seconded by H. Jack to adjourn to confidential session at 7:06 p.m.

At 7:13 p.m. the public meeting was adjourned.

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Chair

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Secretary